

**PENN FOREST TOWNSHIP
BOARD OF SUPERVISORS
2010 STATE ROUTE 903
MEETING MINUTES**

October 7, 2019

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors is being held at Penn Forest Township Municipal Building, 2010 State Route 903, Jim Thorpe, PA.

PLEDGE OF ALLEGIANCE:

Chairman Warren Reiner asked that all in attendance stand and recite the "Pledge of Allegiance".

CALL TO ORDER:

Supervisor Warren Reiner called the meeting to order at 7:00 p.m.; Roll Call by Township Secretary.

Members:	Warren Reiner, Chairman Roger Meckes, Vice-Chairman Judith Knappenberger, Supervisor (absent) Scott Lignore, Supervisor Tom Cross, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: Was held 6:15-7:00 p.m. to discuss personnel matters.

B. PUBLIC COMMENTS AGENDA ITEMS ONLY - (3 Minute Limit)

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON SEPTEMBER 3, 2019

MOTION made by Supervisor Reiner, Second by Supervisor Lignore to approve the BOS Meeting Minutes from SEPTEMBER 3, 2019.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) JIM THORPE LIONS CLUB 25th ANNUAL HALLOWEEN PARADE

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to allow Penn Forest Township Fire Police #1 & #2 to provide traffic control for the Saturday, October 26th Halloween Parade to begin at 2:00 p.m.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

2) JIM THORPE NEIGHBORHOOD BANK POOLED INVESTMENTS (No Motion)

3) PENN EAST/UGI PIPELINE PROJECT SEPTEMBER REPORT (No Motion)

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2019)

Township General Fund:	\$ 3,177,188.41	State Liquid Fuels Fund:	\$ 364,156.20
Capital Reserve Fund:	\$ 15,716.24	Sanitation Fund:	\$ 954,700.16
Septic Fund:	\$ 231,479.93	Park/Recreation:	\$ 358,631.29
SALDO	\$ 9,209.53	Payroll:	\$ 13,597.74
Debit Card Account	\$ 2,859.29	Rent	\$ 4.53
TOTAL:			\$ 5,127,543.32

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2019)

Account Ending:	1301/ #1301 -	\$ 2,003,482.19 (13 month CD)
	3394/ #5851 -	\$ 255,377.97 (6 month CD)
	3382/ #4619 -	\$ 255,572.16 (6 month CD)
	3383/ #4686 -	\$ 515,853.17 (1 yr CD)

TOTAL: **\$3,030,285.49**

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 9/30/2019)

Account Ending:	1495	-	\$ 103,509.04
	1710	-	\$ 105,124.64
	0064	-	\$ 102,038.88

TOTAL: **\$ 310,672.56**

TOTAL FUNDS ON DEPOSIT: \$ 8,468,501.37

1) MOTION made by Supervisor Reiner, Second by Supervisor Lignore to accept Treasurer's Report for SEPTEMBER 2019 (Subject to Audit).

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

2) PAYMENT OF THE BILLS FOR SEPTEMBER 2019

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to pay the bills for SEPTEMBER 2019.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

F. NEW BUSINESS:

WARREN REINER, CHAIRMAN

ROADMASTER REPORT FOR SEPTEMBER 2019

Chairman Reiner stated that Behrens & Church road are done with paving. New trucks are coming shortly. Someone last night stole the stop sign on Drakes Creek Rd & School House Road.

DISCUSSION: CUT TRESS ALONG TOWNSHIP ROADS

Chairman Reiner stated that he would like to have a service come in to cut the trees along township roads. Should be under \$10,000 in cost.

MOTION made by Supervisor Reiner, Second by Supervisor Lignore to get a quote from a tree cutting company.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

HOLDING TANK MAINTENANCE AGREEMENT/REVIEW – MICROBREWERY

(Tabled at the 9/3 BOS Mtg. for attorney review). *Mr. Stuckley 113 Danner Road has approval to operate a small microbrewery. The waste for the microbrewery is high in yeast content and cannot be discharged to a standard onlot septic system. The holding tank will be used to collect this waste, will pump out periodically and will be disposed at WWTP. Draft agreement attached, Solicitor will need to prepare new agreement.*

MOTION made by Supervisor Reiner, Second by Supervisor Lignore to approve the Holding Tank Agreement prepared by Attorney Nanovic for Mr. Stuckley's Microbrewery.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

OPEN SEALED BIDS FOR 2019/2020 WINTER SNOW REMOVAL

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to accept the Bid from **Shiffer Bituminous** for the amount of **\$125.00 & \$85.00 p/hr** for the 2019/2020 Winter Snow Removal.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

VOLUNTEER FIRE RELIEF ASSOCIATION—Allocation of Funds Received \$64,963.75

MOTION made by Supervisor Reiner, Second by Supervisor Cross to distribute the funds to PFT Volunteer Fire **Co. #1--\$32,481.87** and PFT Volunteer Fire **Co. #2--\$32,481.87**

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

DISCUSSION: PURCHASE NEW TANKER- FIRE CO. #2

Fire Chief Dave Vukovic Fire Co. #2 is requesting assistance from the township to purchase a new tanker. The old water tanker is leaking stated Fire Chief. He stated it may be because of the hard water. He stated that a 3500 gallon tanker could cost \$425,000.00. Supervisor Lignore stated to get some numbers together. Chairman Reiner stated to get something together for the November meeting.

ROGER MECKES, VICE CHAIRMAN

Request was submitted by Township Treasurer to close the Capital Reserve account held at Mauch Chunk Trust Company. The only funds coming out of this account were for the Fire Companies "Rolling Truck Fund" which is budgeted in the General Account. The fund balance of \$15,716.24 would be transferred to the General Account. This request was verified by Twsp. Solicitor and Twsp. Accounting Firm.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **CLOSE** the Capital Reserve account at Mauch Chunk Bank and transfer the balance of \$15,716.24 to the General Fund.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

G. PFT PARK AND RECREATION

PARK ADVISORY COMMITTEE- MOVIE AT THE PARK

Park committee is requesting the approval to incorporate family movie night. Goal is to have 3-5 movies in the 2020 season & purchase outdoor equipment. Funding can be used from the banner project. All in one theater system kit cost \$999.00. (see enclosed)

Park Committee presented to BOS, they believe the cost would be approximately \$1,750.00.

MOTION made by Supervisor Meckes, Second by Supervisor Cross to allow up to \$2,000.00 of township funds to purchase the movie equipment.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

DISCUSSION: STOLEN INVENTORY FROM PARK CONCESSION STAND

MOTION made by Supervisor Reiner, Second by Supervisor Cross to reimburse league up to \$175.00 of stolen inventory.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

H. REPORTS:

WARREN REINER, CHAIRMAN

TRANSFER STATION

1) REVIEW BID DOCUMENTS FOR NEW GARBAGE CONTRACT

MOTION made by Supervisor Reiner, Second by Supervisor Meckes to advertise for the township to accept sealed bids by **11/4/2019** for a new Garbage contract which includes recycling.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

2) **BULK AMOUNT for SEPTEMBER 2019---\$ 539.00 Year to Date Total: \$ 6,617.00**

2018-2019 Residential Permits	(1)	50.00
2019-2020 Commercial Permits	(0)	.00
2019-2020 Pro-Rated Permits	(2)	82.51
2019-2020 Residential Permits	(22)	1,100.00
TOTAL DEPOSITS		\$1,771.51
TOTAL DEPOSITS		\$8,388.51

3) **ADMINISTRATIVE REPORTS**

A) **RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2019**

Administrative & Financial Requests: (See Attached Lists)

Submitted: 31/ Responded: 31/ Total Hours: 26.75 hrs.

Zoning & Septic Requests: Submitted: 20 / Responded: 20

I. **ZONING DEPARTMENT**

1) **ZONING OFFICER---** Kathryn Forry submitted Zoning Report for SEPTEMBER 2019

2) **STANTON LOT CONSOLIDATION—Conditional Preliminary/Final Approval**

Ms. Liobov Stanton has submitted a plan, which proposes the combination of two existing lots (lots 1002 and 1003) into one lot (lot 1002A) within the Indian Mountain Lake Community, Section B, and the following waivers from SALDO; Section 331- (utilizing an alternative plan scale); Section 333.31- (tree location of all trees over 8 inches in diameter). The Planning Commission recommends to the Township Board of Supervisors to grant the waivers and approve the plan, conditioned upon satisfying any and all remaining items in the Barry Isett & Associates review letter dated September 5, 2019, and those listed in the Carbon County Planning Commission letter dated September 17, 2019.

a) **MOTION** made by Supervisor Reiner, Second by Supervisor Cross to grant the waivers for **SALDO Section 331, and 333.31** as recommended by PC.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

b) **MOTION** made by Supervisor Reiner, Second by Supervisor Lignore to approve and accept the **plan** as recommended by the Planning Commission.

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

J. PUBLIC COMMENTS – (3 Minute Limit)

Brian Courtright, Surveyor stated that he would bring the revised plans for the above property to the Township Building for the Supervisors' to sign.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:40 P.M.

MOTION to adjourn meeting by Supervisor Reiner, Second by Supervisor Lignore

ROLL CALL: JK-absent; SL-Yes; RM-Yes; TC-Yes; WR- Yes **MOTION PASSED**

REMINDERS:

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, November 4th, 2019 at 7:00 p.m.***
- 2) The Park and Recreation will hold their meeting on Thursday, October 17th, 2019 at the park concession stand (weather permitting) at 6:30 p.m.***
- 3) The Planning Commission will hold their meeting on Monday, October 28th, 2019 at 6:30 p.m. at the Township Building (if needed)***
- 4) Municipal Building will be closed on Monday, October 14th in observance of Columbus Day. The Transfer Station will be open.***

DANA VITALE
TOWNSHIP SECRETARY

WARREN R. REINER
CHAIRMAN, BOARD OF SUPERVISORS